CHAPTER 103

ADDITIONAL DUTIES COMMITMENTS (PART-TIME RESERVE SERVICE)

TERMS AND CONDITIONS OF SERVICE
(TO BE READ IN CONJUNCTION WITH BRd 3(2) CHAPTER 19)

(Sponsor: NAVY PEOPLE-PSP EMP POL RESSO1)

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ADDITIONAL DUTIES COMMITMENTS (PART-TIME RESERVE SERVICE)

TERMS AND CONDITIONS OF SERVICE
(TO BE READ IN CONJUNCTION WITH BR3(2) CHAPTER 19)

SECTION 1

GENERAL

10301. Eligibility

a. Any member of the RNR, RMR and RFR may volunteer to undertake Reserve Service under an ADC. Those ex-Regular Ratings/Other Ranks who form the Recall Reserve will not be eligible to apply for an ADC as the Recall Reserve is not a Reserve Force as defined by RFA 96 s.1(2)(a). These personnel may, however, apply to join the RNR, RMR or RFR. If accepted into one of those Reserve Forces, they would then be eligible to apply for an ADC. A Sponsored Reservist (SR) may undertake an ADC only where specific arrangements for them to do so have been made with their employer in support of their SR role.

b. All applicants who wish to undertake an ADC must be on the Trained Strength. Applicants must also be

c. Applicants are to meet the following criteria:

(1) Are on the trained strength.

(2) Are suitably qualified by Rank/Rate, specialisation, qualifications and experience to fill the posts for which they apply.

(3) Are in their last two years of service.

(4) Have not submitted their notice.

(5) Are medically fit for service in accordance with appropriate single-Service regulations applicable at the time. Personnel are normally required to be in a minimum of Medically Limited Deployable (MLD) category; however, those in a Medically Non-Deployable (MND) category may exceptionally be considered by SMOSE SO1 in consultation with the FTRS Cell. Approval may be granted through the weekly Pre-Entry Medical Employability Board (PMEB).

(6) Are applying for a new ADC that commences prior to their termination date or who are seeking a further period of ADC that will require an extension to their RNR/ RMR commission or engagement.

d. Applicants for ADC should normally be under the age of 60. There is no guarantee of employment to this age. Any employment past this age will be by exception only and require the additional approval of Hd CM.

e. Personnel who have entered into a High Readiness Reserve (HRR) Agreement are not eligible to undertake an ADC.

f. Personnel who are classed as 'Transitional Members' under RFA 96 are not eligible to undertake an ADC until they have elected irrevocably to cease to be a Transitional Member as provided for under RFA 96 Schedule 9, paragraph 4.a.

10202. Regular Positions

Where ADC is used to fill regular gaps the Regular Career Manager for that position is to complete an ADC Request form along with the Line Manager's comments, and TORs. This is to be forwarded to the FTRS Cell via the Regular Branch Manager, requesting an ADC fill. The FTRS Cell admin staff will then seek SO1 Strat WFP approval prior to initiating the recruitment process. This procedure is also to be followed for any extensions of service in Regular positions.

10303. ADC-Only Positions

a. ADC-only positions constitute any position to be filled by ADC that is not a Regular liability-driving position.

b. A Reservist cannot undertake two separate ADCs concurrently. The maximum number of Reserve Service Days for an ADC is 180 pa.

c. A PTVR can undertake both s25 (ADC) and s22 (Annual Training Commitment) within the same Financial/Training Year. The maximum number of RSDs for the full year cannot exceed 204 RSDs pa.

d. Regular personnel are not to fill ADC-only positions.

e. The CM RES SO1 will career manage these positions or advertise if needed and apply extensions of service to these positions.

f. **Maritime Reserves ADC-only Positions.** ADC positions established in support of the Maritime Reserve Directive (MRD) do not require establishment authorisation from FTRS Cell or FTRS BM. Funding for ADC positions is authorised by DACOS FP within internal resources (LAV001). Advertising for these ADC positions will be at the direction of CMR, if no suitable or identified MR is available.

g. For RNR and RMR personnel who are applying for ADC in accordance with Para 10301.b, the following application procedure applies:

(1) The applicant must submit a List 4 Application[1] [2] to NAVY PEOPLE-CM RES CPO, cc'ing NAVY PEOPLE-CM RES FTRS WO1, ensuring that the justification in Part-2 references the ADC role the applicant wishes to apply for[3]. Applications made within the last 8-weeks of service will be rejected as there will be insufficient time to process the List 4 transfer and undertake FTRS applicant sift and interview.

[1] https://modgovuk.sharepoint.com/teams/61290.
[2] Part 2 of this form must be completed by the Capability/ Specialisation SO1 for new applications, or the ADC Employer for extension applications for continued employment in the same role.
[3] Only one List 4 application can be submitted at any one time and a separate List-4 application is required for each ADC role.

(2) Applications will be presented at the next available EOS and List 4 Transfer Board. Successful applicants will be notified by the NAVY PEOPLE-CM RES CPO that their application is conditional on being offered the ADC role applied for. Unsuccessful applicants may re-apply for EOS with List 4 Transfer if they apply for a subsequent FTRS post, however, their existing MR commission/ engagement termination remains extant unless successful at both list transfer and being offered the FTRS role.

(3) EOS with List 4 Transfer applications for ADC advertisements that commence prior to their termination date, must be made no later than 8 weeks prior to their last date in service.

(4) If successful at interview, the FTRS Cell will notify NAVY PEOPLE-CM RES CPO who will action the List 4 transfer and align the applicant's commission/engagement end-date with the FTRS end-date. This will be no longer than 24-months and will be reflected in the applicant's ADC TACOS. Transfer on to List 4 will only be effective from original termination date and personnel transferred to List 4 will remain subject to the extant conditions for this List.

SECTION 2

TERMS AND CONDITIONS OF SERVICE

10304. Rank and Promotion

a. Rank/Rate on appointment will be as appropriate to the complement position or as determined for the commitment.

b. Substantive promotion/advancement beyond the rank/rate established for the position will not be offered. Exceptionally, a Reservist may serve in an acting or local higher or lower rank/rate than they hold in their respective Reserve Force, however, according to the requirements of the service. Those serving in a lower rank will be required to wear the uniform of the lower rank and will be paid accordingly.

c. A period of ADC will count towards advancement/promotion in the RNR/RMR; any qualifications gained during ADC will, if appropriate, also be considered.

d. A member of the RNR/RMR who transfers back to the RFR may return on an ADC in the rank/rate gained whilst serving in the RNR/RMR if it is higher than that originally held in the RFR.

10305. Pay

The daily rates of pay for Reservists serving on an ADC will be published on the annual AFPRB Directed Letter.

a. The appropriate amount of daily pay will be calculated as follows:

(1) For a period of duty from 8 hours up to 24 hours inclusive, whether wholly in 1 day or partly in another, 1 day's pay will be issued.

(2) For a period of at least 2 hours but less than 4, ¼ day's pay will be issued.

(3) For a period of 4 hours or more but less than 6, ½ day's pay will be issued.

(4) For a period of 6 hours or more but less than 8, ¾ day's pay will be issued.

b. **Additional Pay.** Additional pay will be paid in accordance with the regulations in force for the Reserve Forces.

c. Payment will be made on the first working day of each month. Individuals are to submit the specific JPA Form to their UPO/RSU for element entry action prior to the Attendance Based Pay cut off point each month. The form should contain the number of days worked from the submission date of the previous month up to the number of days worked up to the day before the submission date of the current month. All pay is made in arrears.

10306. Allowances

Allowances and charges for ADC are in accordance with current Service Regulations.

10307. Pension

Full details of attributable pension and the effects of ADC on Ex-Regular Preserved Pensions, Resettlement Grants, Special Capital Payments or Compensation Lump Sums are available from the Defence Business Services (DBS) Organisation.

10308. Maternity/Paternity/Adoption Benefits

Entitlement to maternity/paternity/adoption benefits for a Reservist serving on an ADC will be in accordance with current Service regulations.

10309. Training Bounty

Volunteer Reservists undertaking an ADC can qualify for payment of the annual training bounty by satisfying their obligatory training commitment under RFA 96 s22/27 and any mandated requirements directed by CMRHQ. Periods of duty on an ADC are separate from, and cannot be counted towards, any Reserve Force training.

10310. Leave

a. Allocation of leave, including terminal leave is in accordance with JSP 760.

b. Where personnel are transferring from ADC to FTRS they are entitled to their accrued ADC terminal leave before commencing FTRS.

c. Leave cannot be carried forward between ADCs in different roles; nor can it be carried forward to an FTRS commitment iaw JSP 760.

10311. Discipline

a. **Liability under the Armed Forces Act 2006.** A Reservist will be subject to service law under Armed Forces Act 2006 on the dates specified in the ADC agreement, i.e. on the days they are required to attend or be available for duty and for which they will be paid.

b. **Commanding Officer.** While undertaking an ADC, a Reservist's CO will be the CO of the unit to which they are attached for the performance of the duties of the commitment.

10312. Training

a. **Pre-employment Training.** In addition to any annual refresher training, specific pre-employment training, as identified by a Branch or Trade Sponsor, is to be provided for a Reservist serving on an ADC so that they will be able to perform their primary duties safely and effectively. Known training requirements will be reflected in the ADC and will be booked by the employing unit.

b. **Resettlement Training.** A Reservist will not be entitled to Resettlement Training at the end of an ADC.

c. Personnel serving on ADC are, if required, to maintain currency in NCT. Personnel serving on ADC, unless they are a member of the Maritime Reserves, are exempt RNPES/BFT, in accordance with BRd 51(2) para 0202.

10313. Uniform and Equipment

Reservists will normally wear the uniform of, for RNR/RMR, the Rank/Rate they hold, or, for RFR, the Rank/Rate they held in Regular Service. If they accept ADC service in a lower Rank/Rate, they are to be paid as and wear the uniform of the lower rate/rank until completion of the FTRS commitment. Any additional items of uniform clothing will be issued as follows:

a. RFR Officers undertaking ADC will have their uniform made up to a minimum scale commensurate with the duties being undertaken.

b. RFR Ratings and Other Ranks will have their uniform made up to the minimum scale in accordance with BRd 3(1) Annex 39C, on the production of a signed commitment. This additional kit will be issued from the nearest suitable Service Establishment.

c. RNR/RMR kit scales will be brought up to the level which will be required for the duties to be undertaken. This additional kit will be issued from the nearest suitable Service Establishment.

10314. Medical Fitness

a. To ensure that a Reservist is medically fit to undertake the role tied to their ADC, it is essential that a Medical Certificate supplied prior to the start of an ADC and the JMES is commensurate with the role being undertaken.

b. Medical standards for ADC are iaw BR3(2) Chapter 19. Medical Certificates are to be forwarded to the FTRS Cell prior to the commencement of the ADC. This is to be carried out by a Medical Officer at a Service Medical Centre. The following regulations apply:

(1) It is the responsibility of the Employing Unit to ensure that this procedure is carried out and that a copy of the completed Medical Certificate is sent to the FTRS Cell.

(2) A fresh Medical Certificate is required for every new period of ADC.

(3) In order to assess an individual's fitness for employment, the examining Medical Officer is to be provided with a Job Description/Terms of Reference (ToR) relating to the ADC role. Should the Reservist be considered medically fit to undertake the ADC Commitment, but in a temporarily reduced medical category, the Medical Officer should annotate this fact on the medical certificate, together with an estimated duration of medical downgrading. On completion of the JMES assessment, the paperwork is to be forwarded to the FTRS Cell who, in consultation with CM RES SO1, will make the final decision on whether to approve an ADC.

(4) It is the responsibility of the Reservist to inform their Employer of any change to their medical fitness that could affect their ability to undertake their ADC roles and responsibilities. Where necessary, a Reservist is to ensure the Service has access to Civilian Medical records. If the Reservist refuses to give access to civilian medical records, the ADC is to be terminated immediately.

10315. Medical and Dental Care

ADC personnel should remain registered with their local civilian medical and dental practitioners. They will, however, be entitled to receive emergency medical and dental treatment from Service sources. When they are required to undergo medical treatment by virtue of their Service duties (e.g. inoculations prior to proceeding overseas), they are entitled to such treatment from Service sources or receive reimbursement from Service Funds for treatment received from their Medical Practitioner.

10316. Sickness or Other Absence

a. If a Reservist is absent from work through injury, sickness or for any other reason, they are to inform their CO on the first day of absence, wherever possible, of the cause and likely duration of their absence. Any unauthorised absence for a period of seven consecutive calendar days is to be explained in writing.

b. If a Reservist is absent for more than seven consecutive calendar days because of sickness or injury, they are to provide their CO with a doctor's medical certificate. An individual may be required to be examined by a Service Medical Officer. Provided that this procedure is observed, a Reservist will be entitled to sick absence with pay, in respect of the days on which they would normally have worked, for the duration of the commitment. If the required procedure is not followed, or if abuse of the sick absence with pay arrangement is suspected, the MOD may withhold the Reservist's pay for the relevant period and may institute disciplinary action.

10317. Medical Discharge from the Service

If a Reservist serving on ADC becomes permanently medically unfit for service, they will be discharged from the Service iaw BRd 3(2) para 1909.b. A Reservist who, in the opinion of a Medical Officer, is likely to recover from their injury or illness so that they may resume Reserve Service is to continue to be borne on their ADC pay and allowances up to the day on which they would normally have completed their ADC.

10318. Electoral Registration

Reservists serving on an ADC in the UK are not eligible to register as Service Voters. They are, however, entitled to proxy or postal votes in the same way as other civilian electors. ADC personnel serving overseas may register to vote as an overseas elector (the Representation of the Peoples Act 2000 refers). Personnel should contact their Local Electoral Officer prior to posting overseas.

10319. Jury Service

A Reservist serving on an ADC has no right to be excused from Jury Service. A Reservist might be excused, however, in cases where the obligation to attend court would conflict with an operationally essential period of duty or training.

10320. Annual Reports

a. RFR Reservists undertaking ADC will be subject to the same reporting procedures and timings as Regular personnel. They should be reported on with regard to their potential for further Service; with recommendations for promotion.

b. RNR/RMR Reservists undertaking ADC should have insert slips forwarded annually to their RNR/RMR unit in order that promotion reports may be raised for individuals using the same procedures as Regular personnel.

10321. Welfare Support

Reservists serving on an ADC are eligible to receive an appropriate level of welfare support through RNRMW. Although recommendations for compassionate drafts will not be appropriate, welfare investigations may be required to support recommendations for compassionate leave or early termination of a commitment.

10322. Electoral Candidature

The restrictions which apply to members of the Regular Forces, set out in BRd 2 Chapter 66, also apply to Reservists serving on ADC.

a. No member of the Reserve Forces serving on ADC may be either a declared, prospective or elected member of a Local Authority, a National Assembly, the House of Commons, the European Parliament or any other Legislative Assembly.

b. A Reservist who wishes to stand for election must apply to the FTRS Cell through their Commanding Officer to terminate their ADC.

c. An unsuccessful candidate will have no right to resume their ADC.

10323. Conflicts of Interest - Declaration of Outside Interests

BRd 2 Chapter 86 and The MOD conflicts of interest policy sets out what MOD requires of Crown Servants when their outside business and other private, charitable and commercial activities may conflict with their official duties. COMMARRES is to approve all Declaration Forms for MRs and DDPD is to approve Declaration Forms for RFRs on ADC.